Now!

mail handling can be EASY... FAST... ECONOMICAL

New, low-cost business machine combines ALL of your mailing operations into one complete mail center.

- **Affixes Stamps —to envelopes and packages**
- **Seals Envelopes**
- **Opens Incoming Mail**
- **Saves Time and Money**
- **Boosts Morale of Secretaries and Mailing Personnel**

Easy to Operate

Compact, requires less room than your telephone—needs no fixed work area —can be used anywhere—requires no installation.

Fast

Semi-automatic action. Opens letters at rate of 1,200 per hour—seals envelopes up to 1,200 per hour—stamps 2,000 to 3,000 envelopes an hour.

Saves Money

Saves on mail handling costs. Anyone can operate the Secretariat. Portable, allows a receptionist or switchboard operator to assist in mail handling in spare time.

Low Cost

Costs less than smallest mailing meter cost for three months—COSTS NOTHING AFTERWARD. You own the machine outright.

10-Day Free Trial

Send no money — use the **Secretariat** 10 days free — unprecedented 90-day satisfaction guarantee (see back page).

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- **Gives prestige to your mail—avoids that "metered bulk-mail" look**
- **Eliminates monthly rental charge for meters**
- **Speeds all your mailing handling operations**
- **Unconditional 12-month quality warranty *PLUS* 90-day satisfaction guarantee**

More than 15,000 satisfied users

HERE AT LAST is the answer to the need for a more economical and more effective way of handling quantities of mail. If you mail 10-20-50 or 100 pieces of mail each day, or if you have monthly or periodic mailings of statements, circulars, or other material, the *Secretariat* will help speed your mail and ease the work load. And, best of all, you can try the *Secretariat* on 10 days' free trial with a full 90-day return privilege. You take no risk whatever!

No Endless Meter Rental Costs—You Own the Equipment

Once you try, buy, and prove to your own satisfaction that the *Secretariat* fits your business or work, you'll own the machine outright—no endless, mounting rental charges for a machine that stands idle except for a short time each day. What's more, the *Secretariat* does more than any hand postage meter. It opens incoming mail . . . it affixes real stamps—making your outgoing mail personal in appearance . . . it seals envelopes, and as an added low-cost option, it has a special postage counter that keeps count of the postage and the number of pieces mailed.

Yes, from every viewpoint: 1) speed of operation, 2) personalized mail, 3) low cost, 4) office morale, and 5) time and money savings, you cannot miss with the *Secretariat*—and remember, you have 90 days to prove that these statements are true (an offer not available from any other maker of mail-handling equipment)!

APPROVED BY
BUSINESS SERVICES DIVISION
CAREER INSTITUTE INCORPORATED

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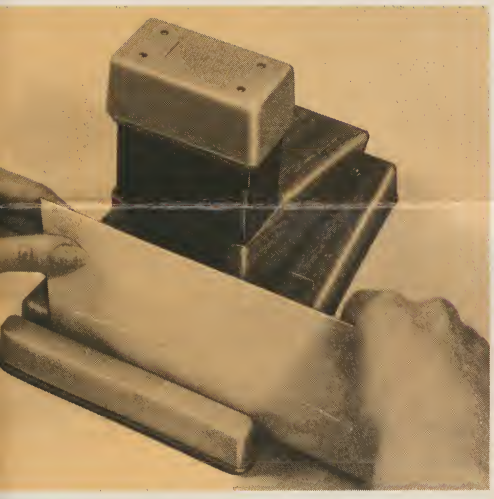
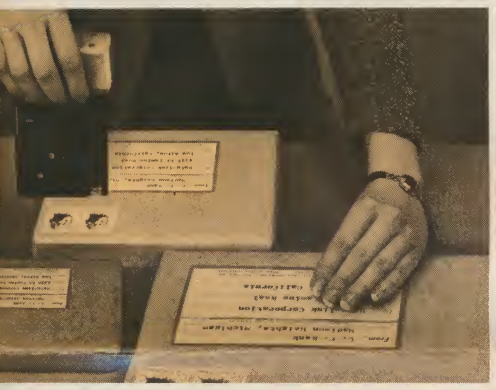
COMPLETE MAILING CENTER

The ecretariat

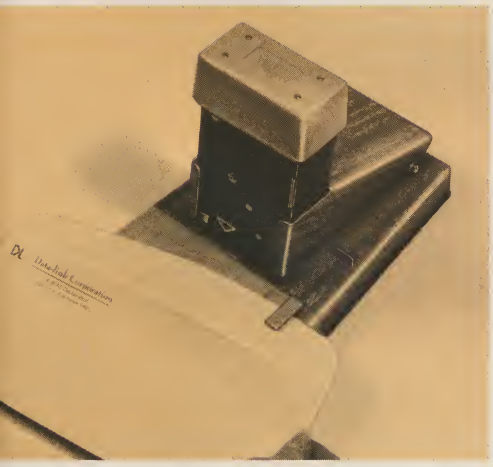
very business, professional, organizational, executive, or branch office where both ail and periodic mailings must be handled efficiently, effectively, economically.



elopes at rate of 20 or more per minute. Eliminates and damaged correspondence by use of the old etter-opener method.



ky envelopes, on packages, or on any other surface label can be affixed. Accurate, fast, sanitary, and .



opes without causing paper cuts to hands or mouth. sealing as fast as user can feed envelopes.

Will automatically moisten and affix first or third class stamps at rate of 20 or more per minute. No experience needed.

For even greater speed, remove Postafix from Secretariat for stamping operation. On this type of stamping, operator can do up to 60 envelopes per minute.

Easy to Operate

Compact, requires less room than your telephone—needs no fixed work area—can be used anywhere—requires no installation.

Fast

Semi-automatic action. Opens letters at rate of 1,200 per hour—seals envelopes up to 1,200 per hour—stamps 2,000 to 3,000 envelopes an hour.

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The new complete mail center

THE SECRETARIAT $44.95
(Including POSTAFIX)

Height 7"—length 9"—width 6". Weight 4½ lbs. Stamps 20 to 60 envelopes per minute. Opens or seals 20 envelopes per minute. Handles regular rolls of 500 stamps. The *Postafix* attachment can be removed for rapid stamping while fanning envelopes or for use on large bulky packages or envelopes. Fast, accurate, and economical.

POSTAFIX $29.95

The *Postafix* may be purchased by itself as a complete postage affixing unit. It is portable measuring 5½ x 3¼ x 1¼ inches, weighing only 1¼ lbs. Constructed of vinyl coated sturdy steel. Holds 500 stamps. An inexperienced worker with this machine can stamp 30 to 60 envelopes per minute. Fully factory warranted for one year. Special postage counter also available (see order form).

90 Day Satisfaction Guarantee

So great is our confidence in the new *Secretariat* and the *Postafix* that we offer the following unqualified satisfaction guarantee, unmatched by any other manufacturer of mailing equipment.

GUARANTEE

WE GUARANTEE THAT EITHER THE *POSTAFIX* OR THE *SECRETARIAT* MUST PROVE ITS VALUE WITHIN 90 DAYS. IF, AFTER 90 DAYS YOU DO NOT FIND THE EQUIPMENT COMPLETELY SATISFACTORY AND ARE WILLING TO GIVE UP THE UNIT IN FAVOR OF SOME OTHER EQUIPMENT OR METHOD OF MAIL HANDLING, YOU MAY RETURN THE UNIT AND RECEIVE A FULL REFUND OF ALL MONEY PAID TOWARD THE PURCHASE.

D. O. Bolander

D. O. Bolander, President
Career Institute

Free trial order form

DON BOLANDER,
BUSINESS SERVICES DIVISION, Career Institute, Inc.
555 East Lange Street, Mundelein, Illinois 60060

Dear Mr. Bolander:

I'm interested in improving the efficiency of my office personnel—also in cutting my mail opening and handling costs. Send me the model checked below for 10 days' free use in my office.

☐ THE SECRETARIAT: complete with Postafix .....$44.95 Affixes stamps, seals envelopes, opens envelopes.

☐ THE POSTAFIX only.....$29.95 Affixes stamps to envelopes or packages.

If interested in *Postacount* attachment at only $15.00 additional, check here ☐. (Gives you an accurate count of number of stamps used and pieces mailed.)

SAVE! Enclose payment in full and we pay all postage and handling—an extra saving for you. Same 90 day full refund return privilege.

After 10 days' examination I will either return the unit and owe nothing, or I will OK your invoice for the amount shown above plus a small shipping charge. (If you enclose payment in full with your order, we pay all shipping charges.) I further understand that if I am not 100% delighted and pleased with the unit at the end of 90 days, I may return it for a full refund of all money paid.

YOUR NAME_____

COMPANY NAME_____

ADDRESS_____

CITY_____

STATE_____ ZIP CODE_____

SEC-7M

More than 15,000 satisfied users Prove BIG Savings in Time — Money — Efficiency

Major Railroad Makes the Change

One of the nation's largest railroads has replaced more than 100 postage meters in their rail yards because they found in testing the *Secretariat* that they could process their mail faster and costs were reduced.

Mayor Insists on Personalized Mail

The Mayor of a large mid-west city insists that his secretary use a *Secretariat* to apply postage stamps to all his mail because stamps give his letters that "personal" appeal.

Finance Company Saves Money

A finance company found it highly profitable to replace 68 postage meters in lending offices with the *Secretariat*. They state the unit is so easy for unskilled office employees to use that they save the price of the equipment many times over EVERY YEAR.

Places Secretariats in ALL Branch Offices

A large business machine distributor has equipped ALL branch offices with the *Secretariat*. After testing he found the *Secretariat* to be dependable and more economical than postage meters.

Needs Fewer Mail Handling Personnel

A commercial lettershop increased production on mailings where postage stamps are applied to such an extent that they reduced the number of employees handling this work.

Optical Service Company Speeds Package Mailing

A lens grinding service reports that their purchase of one SECRETARIAT with two Postafix units has become the most efficient method of handling parcel post packages. Using a roll of 25¢ stamps in one Postafix and 5¢ stamps in the second, they quickly apply postage to their packages. They report this method is three to five times faster than with postage meters.

What users say

"We bought our first Postafix stamp affixer last January and found it highly productive for commercial use. Since then we have purchased three additional machines. They have become standard equipment in our mailing operation and have performed to every expectation."—V. Schwartz, Victor and Carter Mail Service, San Francisco, Calif.

"I received my Secretariat and think it is a honey. I might add also that I have notified (Blank) Company to pick up their postage meter."—S. H. Screff, Real Estate Broker, Lawrence, Mass.

"Our office in Sacramento recently purchased one of your stamp machines. They have had excellent experience with it and we now want one for the Portland plant."—Continental Baking Company.

"Our Secretariat is working like a charm and has certainly proven to be quite a timesaver for our mail clerk."—Alice Bailey, Greater Washington Agency, Washington, D. C.

"This office has bought and used your automatic postage affixer with great satisfaction."—Trans Text Publications, E. Elmhurst, N. Y.

"We are very pleased with the work the machine does. It will save many hours of secretarial work."—Edwin Lenberg, Gateway Christian Church, Los Angeles, Calif.

"Greatest thing ever invented."—Madeline Parks, Los Angeles Dental Supply Co.

"The way this machine operates the (Blank) Company can keep its postage meter."—Alex Johnston, Johnston Press, Allston, Mass.

"We are very pleased with the performance of our Secretariat."—Alice P. Irwin, Hartford Element Co., Hartford, Conn.

JOIN THOUSANDS OF SATISFIED USERS—SEND FREE TRIAL COUPON TODAY!